

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 055 – METAL GUILLOTINE

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of metal guillotines at Illusions Australia.

Applies to cutting approved sheet metal using manual or powered guillotines.

2. AUTHORISATION AND COMPETENCY

Only trained, competent and authorised workers may operate powered guillotines.

Operators must understand blade guarding, hold-downs, back gauges, material support, sharp-edge hazards and isolation.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Eye protection.
- Cut-resistant gloves for handling sheet/offcuts, kept clear of the blade and hold-down mechanisms.
- Close-fitting clothing.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Blade guard/barrier and interlocks are fitted and functional.
- Blade, hold-downs, table and controls are serviceable.
- Material is within rated thickness/width.
- Back gauge/stops are correctly set.
- Sheet is adequately supported.
- Hands can remain outside the cutting/hold-down zone.
- Offcut/drop area is controlled.
- Emergency stop is accessible.

5. SAFE OPERATING PROCEDURE

1. Confirm material is within machine capacity.
2. Set gauges/stops with machine stopped as required.
3. Support sheet and align the cut line.
4. Keep hands behind the guard/safe line and away from hold-downs.
5. Use designated handles/supports for small positioning adjustments.
6. Ensure other persons are clear of the sheet and offcut path.
7. Operate the cut using the designed control.

8. Wait for blade cycle to complete before reaching for material.
9. Remove offcuts from a safe location, using tools where necessary.
10. Isolate before blade access, jam clearing or maintenance.

6. PROHIBITED PRACTICES

Workers must not:

- Reach under/around the blade guard.
- Place hands in the cutting line or beneath hold-downs.
- Exceed machine capacity.
- Bypass guards/interlocks.
- Cut very small pieces that cannot be positioned safely.
- Attempt to catch falling sharp offcuts.
- Clear jams while energised.
- Use damaged blades or controls.

7. AMPUTATION AND CRUSH HAZARD

The blade and hold-down system can cause catastrophic injury.

- Maintain fixed separation using guards/barriers.
- Never defeat interlocks.
- Use tools/fixtures rather than hands for small pieces.

8. SHARP SHEET AND OFFCUTS

Freshly cut sheet and narrow offcuts may have extremely sharp edges.

- Use cut-resistant gloves for handling away from moving blade mechanisms.
- Deburr where required.
- Place offcuts in designated scrap containers.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for guard/interlock failure, abnormal blade movement/noise, jam, hydraulic leak, control fault or insecure material.

Isolate and tag defective machinery.

10. SHUTDOWN AND HOUSEKEEPING

- Stop machine and isolate where required.
- Remove sheet/offcuts safely.
- Clean table/floor of sharp scrap.
- Return gauges/supports to safe positions.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.

3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Guard/interlock is defective.
- Material exceeds machine capacity.
- Sheet cannot be supported or safely positioned.
- Hands would need to enter the danger zone.
- Blade/control condition is abnormal.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 055 – Metal Guillotine
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Prepared By	Aidan McDonnell
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